

WHAT IS CLAIMED IS:

- 1 1. A data storage method, comprising:
 - 2 receiving document information associated with a document to be stored;
 - 4 generating a pending record containing said document information;
 - 5 verifying said document information; and
 - 6 generating an active record if said verifying is successful.
- 1 2. The data storage method of claim 1, further comprising:
 - 2 receiving information identifying a classification of said document; and
 - 3 selecting a template based on said classification.
- 1 3. The data storage method of claim 2, wherein said received document information is defined by said template.
- 1 4. The data storage method of claim 2, wherein said template is selected from among a library of available templates.
- 1 5. The data storage method of claim 2, wherein said classification is a document collection classification.
- 1 6. The data storage method of claim 1, further comprising:
 - 2 determining if said document has previously been stored.
- 1 7. The data storage method of claim 2, wherein said template defines a plurality of data elements required to identify a document according to said classification.
- 1 8. The data storage method of claim 7, further comprising:

2 receiving document data corresponding to each of said plurality of data
3 elements prior to generating said pending record.

1 9. The data storage method of claim 1, further comprising:
2 associating said pending record with an image of said document.

1 10. The data storage method of claim 9, wherein said associating includes
2 referencing a document record identifier in both said pending record and said
3 image.

1 11. The data storage method of claim 1, further comprising:
2 associating said active record with an image of said document.

1 12. The data storage method of claim 1, wherein said document
2 information includes at least one of: a collection name; a file name; category
3 information; location information; owner information; creator information; cross
4 reference information; status information; history information; geographical
5 information; and archive information.

1 13. The data storage method of claim 1, further comprising:
2 storing said pending record in a document management database; and
3 storing an indicator with said pending record indicating that it has not
4 yet been approved.

1 14. The data storage method of claim 13, further comprising:
2 modifying said indicator upon approval of said pending record, thereby
3 converting said pending record into said active record.

1 15. The data storage method of claim 13, wherein access to said pending
2 records in said document management database is limited to authorized
3 reviewers operating client devices.

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1 16. The data storage method of claim 1, wherein said receiving document
2 information further comprises:

3 receiving document information from an external system used to
4 generate said document.

1 17. A method for storing a document, comprising:
2 conducting a search for existing records of a library system referencing
3 said document;
4 submitting a request to add said document to said library system if said
5 search indicates that said document is not referenced in said library system,
6 said request identifying at least a type of said document;
7 entering document data in a data entry template, said data entry
8 template selected based at least in part on said type of said document.

1 18. The method of claim 17, further comprising:
2 forwarding said document data to a document management database,
3 said document management database storing said document data in a
4 document record.

1 19. The method of claim 18, further comprising:
2 associating a document image with said document record.

1 20. The method of claim 19, wherein said document image is associated
2 with said document record based on a record identifier of said document
3 record.

1 21. A document retrieval method, comprising:
2 receiving information associated with a desired document;
3 identifying a record of a document management database containing
4 said information;
5 identifying a physical location of said document;
6 displaying information from said record; and

7 identifying a location of an image of said document.